

INFORMATION TECHNOLOGY SPECIALIST

RECRUITMENT ANNOUNCEMENT NO. ITS-062017

POSITION OVERVIEW

Located in beautiful Port Angeles, Washington and under the general direction of the General Manager; the Information Technology Specialist develops and maintains Clallam Transit System's (CTS) technology equipment and systems, wireless communications, video surveillance equipment, information and infrastructure security, and provides technology user training and support. Please visit <http://clallamtransit.com/About-Us/Employment-Opportunities> for complete position details.

RECRUITMENT PERIOD

Open June 30, 2017 until filled. First review of applicant pool July 14, 2017.

REQUIRED QUALIFICATIONS

Education and Experience

- A Bachelor's degree in computer science or information technology or closely related field. Experience demonstrating competency and knowledge may be substituted for up to two (2) years of the educational requirement.

AND

- Two (2) years of information technology experience: analyzing, designing, programming, installing and/or maintaining computer software applications, hardware, website management, telecommunications, network infrastructure equipment and providing customer technical support.

Licensures/Certifications

- Valid Washington State Driver's License.

Knowledge of/Competencies

- Installation, operation, maintenance, and development of networks and personal computers.
- Develop and maintain computer network operating system.
- Research available technology and make purchase recommendations with specifications.
- Operate a wide variety of personal computer equipment and software applications, including Windows-based technologies, Microsoft Suite, and Microsoft Active Directory.
- Develop, install, and maintain hardware and software.
- Provide technical support to personal computer and network users.
- Troubleshoot and resolve equipment and software problems.
- Strong oral, written, and interpersonal communication skills.
- Plan and organize work to meet changing priorities and deadlines.
- Establish and maintain effective working relationships with other departmental personnel as well as external contacts.
- Ability to understand and accept the position as professional in nature and to conduct behavior in an appropriate manner.
- Prepare and maintain records and reports.
- Maintain confidential information.
- Perform the duties in a timely, safe, and accurate manner.

DESIRED QUALIFICATIONS

- Public sector experience.
- Experience with Netgear switches and routers.
- Experience with Fleet-Net and Trapeze applications.

COMPENSATION

Pay Grade 8: \$53,781 – \$72,330 annualized

BENEFITS

CTS affords its eligible employees a very generous benefits package, including a substantial healthcare benefits package (administered through the Public Employees Benefits Board [PEBB]) consisting of:

- **100% employer-paid medical** premiums for employee, with coverage available for qualifying dependents through employer-paid premiums.
- **100% employer-paid dental** premiums for employee; with coverage available for qualifying dependents through employer-paid premiums.
- **Basic life and long-term disability insurances** with option to purchase additional coverages.

Plus these additional benefits:

- Enrollment in **Public Employee Retirement System (PERS)** with employer and employee contributions.
- **CTS Supplemental Post-Employment Healthcare Benefit Program.**
- Monthly employer/employee **VEBA contributions** with additional contributions (up to \$300/month) if medical coverage is waived.
- **General Leave** accruals.
- **10 paid holidays** plus **8 hours annual personal holiday leave.**
- **\$200/\$400 CTS Wellness Program** annual reimbursement for employee/family.
- **\$75 sunglasses** expense annual reimbursement (after one year from hire date).
- Tax-free **CTS bus passes** for employee and qualifying dependents.
- Extensive **employee recognition program.**
- Optional enrollment in a **flexible savings account** (Section 125) and **dependent care assistance** with pretax earnings.
- Optional enrollment in **employer-sponsored 457 deferred compensation plan** with pretax earnings.

APPLICATION PROCESS

Please visit our website at <http://clallamtransit.com/About-Us/Employment-Opportunities> to review the complete position description and to obtain the required application documents to be submitted for consideration. A complete application packet for this position will include the following and can be emailed to jobs@clallamtransit.com:

- *Cover Letter*
- *Resume (including valid email address)*
- *CTS Employment Application*

NOTE: Communications regarding your application status will be primarily through email so be sure to check your email often. Upon review of your information, you will be contacted with a status update (via email). However, due to the large volume of applicants, please refrain from contacting CTS regarding your application status and understand that you will be contacted once information becomes available to share with you. Your patience is appreciated!

Applicants must meet the minimum qualifications and submit the required documents in order to be considered for this position.

SELECTION PROCESS

After initial screening of applicants for the required qualifications, the selection process may include employment testing, in-person interviews, and a complete background check. Candidates will be contacted primarily through email of their progress through the selection process. Thank you for your interest!

Clallam Transit System is an Equal Opportunity Employer.

Clallam Transit System830 W. Lauridsen Blvd.
Port Angeles, WA 98363
www.clallamtransit.com(360) 452-1315
1-800-858-3747 WA
FAX (360) 452-1316
Passenger Assistance:
(360) 452-4511**POSITION DESCRIPTION FORM**

POSITION INFORMATION				
Position Title	INFORMATION TECHNOLOGY SPECIALIST			
Location/Base	Port Angeles, Washington			
Reports To Position	General Manager			
Action	XX	Establishment	Effective Date	06/19/2017
		Update/Revision		
EMPLOYMENT and PAY STATUS				
FLSA Exemption Status			Covered By Labor Agreement	
XX	NOT eligible for overtime compensation.			Yes – position is represented.
	ELIGIBLE for overtime compensation.		XX	No – position is non-represented and is at-will.
Pay Range: 8			Annual Salary: \$53,781 - \$72,330	
POSITION SUMMARY				
Under the general direction of the General Manager, this position develops and maintains Clallam Transit System's (CTS) technology equipment and systems, wireless communications, video surveillance equipment, information and infrastructure security, and provides technology user training and support.				
ESSENTIAL FUNCTIONS				
The following list of characteristic duties is not intended to serve as a comprehensive list of all duties performed by all employees in this classification; only a representative summary of the primary duties and responsibilities.				
• Establishes, monitors and troubleshoots CTS's technology services including: network operations; phone systems; wireless networks; video surveillance systems; mobile devices; computers/servers; facilities; and equipment hardware and software applications. • Establishes and administers user accounts and workstations. Coordinates and assigns security identification to users to ensure data protection from unauthorized users. • Develops and enforces system and network security guidelines and procedures. • Manages CTS's website programming and operations. • Administrator of software applications. • Organizes, coordinates, and oversees the development of CTS's telecommunications and data transmission and storage. • Designs, creates and backs up databases. Writes queries from databases to extract data and creates customized reports. • Prepares and maintains records related to computer equipment and software inventories, procedure manuals, system logs and other information. • Installs system hardware and software. Performs standard maintenance, preventative maintenance, modification, testing, and debugging. Tests according to appropriate standards. Ensures compliance with software licensures. • Assists in the procurement of technology hardware and software and makes recommendations.				

Researches, investigates, obtains quotes, and evaluates equipment specifications.

- Provides technical assistance to staff in the use of computer hardware, software, and networks; provides training opportunities or coordinates training with outside providers.
- Makes budget and facilities recommendations for future technology needs and initiatives.
- Establishes and maintains emergency disaster operations of information technology and security.
- Coordinates electronic records retention and archival with CTS's Records Manager.
- Maintains current knowledge of advancements of computer technology and security.
- Documents standard operation procedures for computer-related functions.
- Conducts duties professionally and with the highest ethical standards and exercises discretion of confidential information.
- Develops and maintains harmonious and cooperative working relationships with CTS personnel.
- Performs other duties as required.

REQUIRED QUALIFICATIONS

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AND

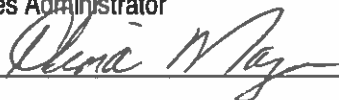
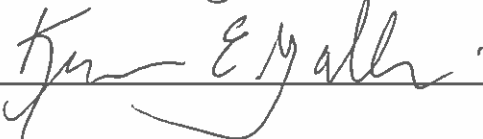
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PHYSICAL DEMANDS	
- Work is primarily performed in standard office setting with frequent walking between work stations. - Occasional lifting of up to fifty (50) pounds may be necessary. - Frequent keyboarding and telephone use. - Able to converse and listen at ordinary sound levels. - Incumbent must read a variety of materials including general mail, invoices, statements, identification, regulations and other printed or handwritten material. - Must be flexible to stoop, bend, squat, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, and grasp.	
WORKING CONDITIONS	
- Designated as at-will employment. - Satisfactorily complete a six (6)-month review period. - Must pass a background check. - Not covered by the labor agreements by and between Clallam Transit System and Amalgamated Transit Union Local 587. - Position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).	
APPROVAL	
Supervisor/Department Manager	Date
Human Resources Administrator	Date
Gina Monger 	06-19-2017
General Manager	Date
Kevin Gallacci 	6/20/2017